



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411

March 29, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CONFLICT OF INTEREST AND DISCLOSURE CODE
(ALL DISTRICTS)
(3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes listed on Attachment I to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the newly adopted or amended Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

Assessor

- Changes the titles of five (5) positions.
- Modifies disclosure categories by omitting the definitions of investment and income.

Department of Human Resources

- Changes the titles of three (3) positions
- Modifies disclosure categories by omitting the definitions of investment and income

Glendale Community College District

- Changes the titles of two (2) positions
- Modifies disclosure categories by omitting the definitions of investment and income

Norwalk – La Mirada Unified School District

- Adds *Director, Administrative Technology; Director, Adult School; Director, Headstart/State Preschool Even Start; Coordinator, First 5; Coordinator, Teacher Support; Director, Beginning Teachers Support & Assessment (BTSA); and Supervisor, Child Care Services* to the code.
- Deletes *Director, Assessment and Evaluation* and *Coordinator, Targeted Instructional Improvement Grant*. The positions were eliminated and the job duties were assumed by other designated positions.
- Changes the titles of six (6) positions.
- Modifies disclosure categories by omitting the definitions of investment and income.

The Honorable Board of Supervisors
March 29, 2005
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Acton-Agua Dulce Unified School District
Antelope Valley Union High School District
Assessment Appeals Board
Culver City Unified School District
East San Gabriel Valley Regional Occupational Program
Redondo Beach Unified School District
San Gabriel County Water District
San Marino Unified School District
Santa Clarita Valley School Food Services Agency
Sulphur Springs Union Elementary School District
West Covina Unified School District

- Modifies disclosure categories by omitting the definitions of investment and income.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

Violet Varona-Lukens
Executive Officer

Attachments (15)

c: Chief Administrative Officer
County Counsel

ATTACHMENT I

Substantive Changes

Assessor
Glendale Community College District
Human Resources, Department of
Norwalk – La Mirada Unified School District

Delete Definitions of "Income", "Investment", and "Business Positions" (ONLY)

Acton-Agua Dulce Unified School District
Antelope Valley Union High School District
Assessment Appeals Board
Culver City Unified School District
East San Gabriel Valley Regional Occupational Program
Redondo Beach Unified School District
San Gabriel County Water District
San Marino Unified School District
Santa Clarita Valley School Food Services Agency
Sulphur Springs Union Elementary School District
West Covina Unified School District

Conflict of Interest Code
of the

ACTON – AGUA DULCE UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclose category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ACTON-AGUA DULCE UNION SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Member	1, 2, 3
Superintendent	1, 2, 3
Consultant	5

Effective:

Conflict of Interest Code
of the

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

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(6/02) (Rev.)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

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ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent	1, 2, 3
Buyer	4
Chief Financial Officer	2, 3
Director of Curriculum and Instruction/Special Programs	4
Director of Fiscal Services	2, 3
Director of Food Services	4
Director of Risk Management	4
Director, School-to-Careers and ROP	2, 3
Facilities Manager	1, 2, 3
Principals	4
Consultant	5

Conflict of Interest Code
Of the

ASSESSMENT APPEALS BOARD

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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(6/02) (Rev.)

ASSESSMENT APPEALS BOARD

EXHIBIT "A"

CATEGORY 1

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ASSESSMENT APPEALS BOARD

EXHIBIT "B"

Designated Positions

Disclosure Categories

Board Members

1, 2 & 3

Consultants

5

Effective:

Conflict of Interest Code
of the

ASSESSOR

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
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(6/02) (Rev.)

ASSESSOR

EXHIBIT "A"

CATEGORY 1

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ASSESSOR

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Assessor	1, 2, 3
Assistant Assessor	1, 2, 3
Chief Deputy, Assessor	1, 2, 3
Administrative Assistant I, II, III	4
Administrative Assistant IV , Assessor	4
Administrative Services Manager I	1, 4
Administrative Services Manager II	1, 4
Administrative Services Manager III, Assessor	1, 2, 3
Appraiser	1, 2, 3
Appraiser Trainee	1, 2, 3
Appraiser Specialist I	1, 2, 3
Appraiser Specialist II	1, 2, 3
Asst. Property Assessment Specialist	1, 2, 3
Chief Appraiser II	1, 2, 3
Chief, Management Services, Assessor	1, 2, 3
Chief, Systems Division, Assessor	4
Information Systems Supervisor I	4
Information Systems Supervisor II	4
Director, Assessor's Operations	1, 2, 3
Personnel Officer, Assessor	4
Principal Appraiser	1, 2, 3
Principal Property Assessment Specialist	1, 2, 3
Property Assessment Specialist	1, 2, 3
Senior Property Assessment Specialist	1, 2, 3
Special Assistant, Assessor	1, 2, 3
Staff Assistant II	1, 2, 3
Supervising Administrative Assistant II	1, 4
Supervising Appraiser	1, 2, 3
Supervising Cadastral Engineer III	4
Supply Officer I	4
Consultants	5

Effective:

Conflict of Interest Code
of the

CULVER CITY UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
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(6/02) (Rev.)

CULVER CITY UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

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CULVER CITY UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Member	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Business Services	1, 4
Assistant Superintendent, Educational Services	2, 3
Assistant Superintendent, Human Resources	4
Director of Purchasing	4
Director of Maintenance, Operations and Transportation	1, 4
Food Service Supervisor	4
Director of Pupil Personnel Services	2, 3
Director of Special Programs	4
Director of Curriculum and Assessment	4
District Librarian	4
Director of Security	4
Director of Information Technology	4
Consultant	5

Effective:

Conflict of Interest Code
of the

EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

EXHIBIT "A"

CATEGORY 1

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Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

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EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Joint Board of Management Member	1, 2, 3
Superintendent	1, 2, 3
Supervisor-Business	4
Consultant	5

Effective:

Conflict of Interest Code
of the

GLENDALE COMMUNITY COLLEGE DISTRICT

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(6/02) (Rev.)

GLENDAL COMMUNITY COLLEGE DISTRICT

EXHIBIT "A"

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GLENDAL COMMUNITY COLLEGE DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Vice President, Instructional Services	4
Vice President, College Services	4
Dean of Instruction, Continuing & Community Education	4
Dean, Career Education/Economic Development	4
Director of Facilities	4
Program Director, Professional Development Center	4
Director, Business Services	4
Consultant	5
Dean of Information and Technology Services	4
Cafeteria Manager	4
Dean, Student Affairs	4

It has been determined that the positions listed below manage public investments and will file Statements of Economic Interests pursuant to Section 87200 of the Political Reform Act:

Board of Trustees, Members

Superintendent/President

Executive Vice President, Administrative Services

Controller

Director, Communication, Marketing & Foundation

Effective:

Conflict of Interest Code
of the

HUMAN RESOURCES, DEPARTMENT OF

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
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All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

(6/02) (Rev.)

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT “A”

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be determined by the executive officer (or head) of the agency.

HUMAN RESOURCES, DEPARTMENT OF
EXHIBIT “B”

HUMAN RESOURCES

<u>Designated Positions Categories</u>	<u>Disclosure</u>
Director of Personnel	1, 2, 3
Chief Deputy Director	1, 2, 3
Assistant Director, HR	1, 2, 3
Human Resources Manager Employee Benefits Administration	4
Principal Analyst, HR Employee Benefits Administration – Operations Section Budget Unit Fiscal Unit	4
Principal Analyst, HR Employee Benefits Administration – Contract Section	4
Human Resources Analyst IV – Employee Benefits – Administration Services – MIS	4
Human Resources Analyst IV Employee Benefits Administration – Operations Section	4
Principal Analyst, Human Resources Employee Benefits Administration – Deferred Income Section	4
Human Resources Analyst IV Employee Benefits Administration – Deferred Income Section	4
Human Resources Analyst III Employee Benefits Administration – Contracts Section	4
Senior Human Resources Manager Classification	4
Senior Human Resources Manager Executive Recruitment/Compensation & Appeals	4

HUMAN RESOURCES, DEPARTMENT OF

EXHIBIT “B” (Continued)

HUMAN RESOURCES

<u>Designated Positions Categories</u>	<u>Disclosure</u>
Senior Human Resources Manager Legislative Analysis	4
Human Resources Manager Recruitment, Examining and Placement	4
Human Resources Manager Human Resources/Departmental Support	4
Senior Human Resources Manager Organizational & Employee Development	4
Human Resources Manager Civil Service Advocacy	4
Deputy Administration & Special Projects	2,3
Human Resources Manager Ombudsman	4
Information Systems Analyst II Administration Services MIS	4
Consultant	5

HUMAN RESOURCES, DEPARTMENT OF
EXHIBIT “B” (Continued)

OFFICE OF PUBLIC SAFETY

Designated Positions
Categories

Disclosure

Chief, Office of Public Safety
1, 2, 3

Assistant Chief, Office of Public Safety
4

Administrative Services Manager III (Administrative Deputy)
4

Administrative Services Manager II (Fiscal Manager)
4

Personnel Officer II
4

Information Technology Coordinator
4

Contract Program Monitor
4

Consultant
5

EFFECTIVE:

Conflict of Interest Code

of the

REDONDO BEACH UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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(6/02) (Rev.)

REDONDO BEACH UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

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Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

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REDONDO BEACH UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Education	1, 2, 3
Superintendent	1, 2, 3
Asst. Superintendent, Personnel	4
Consultant	5

Officials Who Manage Public Investments

It has been determined that the position listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Assistant Superintendent, Administrative Services

Effective:

Conflict of Interest Code
of the

SAN GABRIEL COUNTY WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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(6/02) (Rev.)

SAN GABRIEL COUNTY WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

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CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

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SAN GABRIEL COUNTY WATER DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Directors	1, 2, 3
General Manager	1, 2, 3
General Legal Counsel	1, 2, 3
Office Manager	1, 2, 3
Consultant	5

Effective:

Conflict of Interest Code
of the

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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(6/02) (Rev.)

SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

EXHIBIT "A"

CATEGORY 1

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SANTA CLARITA VALLEY SCHOOL FOOD SERVICES AGENCY

EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Directors and Alternates	1, 2, 3
Chief Administrative Officer	1, 2, 3
Director of Business Services and Personnel	1, 2, 3
Director of Food Services	4
Consultant	5

Effective:

Conflict of Interest Code
of the

SAN MARINO UNIFIED SCHOOL DISTRICT

**Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
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(6/02) (Rev.)

SAN MARINO UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

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EXHIBIT "B"

SAN MARINO UNIFIED SCHOOL DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Education	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent/Business Services	1, 2, 3
Assistant Superintendent of Curriculum and Instruction	4
Director Purchasing/Food Services	4
Director of Facilities	4
Consultant	5

Amended 10/16/02

Conflict of Interest Code
of the

SULPHUR SPRINGS UNION SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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(6/02) (Rev.)

SULPHUR SPRINGS UNION SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

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CATEGORY 2

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SULPHUR SPRINGS UNION SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Business Services	1, 4
Assistant Superintendent, Instructional Services	4
Director, Special Education	4
Director, Personnel/ Pupil Services	4
Manager, Facilities & Project	4
Manager, Fiscal Services	1, 4
Transportation Manager	1, 4
Consultant	5

Effective:

Conflict of Interest Code
of the

WEST COVINA UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730 by Reference

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(6/02) (Rev.)

WEST COVINA UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

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Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

WEST COVINA UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Business Services	4
Assistant Superintendent Educational Services	4
Assistant Superintendent, Personnel Services	5
Director, Purchasing & Warehouse Services	4
Director, Food Services	4
Director, Building & Transportation Services	4
Director, Technology Services	4
Chief Fiscal Officer	4
Consultant	5

Effective: